



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Workplace Bullying and Harassment Program

Human Resources

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Purpose

The purpose of this policy and program is to assist in developing a working environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to complain about harassment and bullying, should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly. The Program outlines procedures to be followed by Regional District of Central Kootenay if a member of staff feels they are being harassed or bullied in the course of their work or as a result of their employment.

Policy

The Regional District of Central Kootenay welcomes diversity and is committed to ensure that all staff will be treated in a fair and respectful manner. Bullying and harassment are not acceptable or tolerated in the workplace. All incidents must be reported and investigated immediately.

Scope

This program applies to all Regional District of Central Kootenay employees including permanent, temporary, casual, contract and student workers, managers and supervisors and volunteers. It applies to face-to-face and electronic communications, such as email or social media.

Definition

Bullying/Harassment: Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and harassing behavior **can include:**

- Verbal aggression, insults or threats
- Humiliating initiation practices or hazing
- Spreading malicious rumors
- Calling someone derogatory names
- Vandalizing personal belongings
- Isolation and/or exclusion from work-related activities
- Sexual Harassment

The above list is not exclusive and harassment can also take place on the grounds of a person's age, religion, or any other characteristic protected under Human Rights.

Bullying and harassing behavior **does not include:**

- Expressing differences in opinion
- Offering constructive feedback, guidance or advice about work-related behavior
- Reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (eg. Managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Complainant: Someone who makes a complaint or files a formal objection

Education:	Knowledge acquired by learning and instruction
External Investigator:	Someone outside the organization hired to investigate an incident
Internal Investigator:	Someone within the organization assigned or designated to investigate an incident
Respondent:	One who responds or is in the position to defend his/her position
Supervisor:	A person who instructs, directs and controls workers in the performance of their duties. This could be a Manager, Supervisor, Foreman, or Leadhand.
Target:	Person who is the focus of bullying/harassment
Worker:	A person employed to perform a function or duty. For the purposes of this Program, worker means any permanent, temporary, casual, contract and student workers, managers and supervisors.
Workplace:	Workplace is not confined to the offices and buildings where business of the Regional District of Central Kootenay is being carried out. Harassment can occur during or after working hours, on or off Regional District of Central Kootenay property. Harassment can occur during business travel, work-related social gatherings, through internet communications, or any other locations where the prohibited conduct may have a subsequent impact on the work relationship, environment or performance of any person to whom this policy applies.

Responsibilities

SENIOR MANAGEMENT

- Not engage in bullying or harassment of workers, supervisors or other managers
- Support and endorse the workplace bullying and harassment program
- Ensure time and resources are available to conduct training, investigations etc.
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying or harassment where necessary or required

MANAGERS/SUPERVISORS/FOREMEN/LEADHANDS

- Not engage in bullying or harassment of workers, other supervisors or managers
- Apply and comply with this program
- Inform and train workers on this program
- Ensure bullying/harassment is never endorsed or engaged in
- Take steps to prevent bullying and harassment
- Promote the process to report incidents and complaints of bullying and harassment
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying/harassment where necessary or required

WORKERS

- Not engage in bullying or harassment of other workers, supervisors, or managers

- Report bullying and harassment observed or experienced in the workplace
- Complete all appropriate forms to document any incidents of bullying or harassment
- Apply and comply with the employer’s policies and procedures on bullying and harassment
- Actively participate in any bullying and harassment investigations as required

INVESTIGATORS

- Gather all required information to conduct a full and comprehensive investigation
- Complete investigations free of bias
- Provide follow up and recommendations to assist in eliminating reoccurrence

Program

This program includes:

- A. Procedures for reporting incidents of bullying/harassment (COMPLAINANT)
- B. Procedures for investigating incidents of bullying/harassment (EMPLOYER)
- C. Appeal Procedure
- D. Training
- E. Record Keeping
- F. Annual Review

A. PROCEDURES FOR REPORTING INCIDENTS OF BULLYING/HARASSMENT (COMPLAINANT) WITH OTHER WORKERS

1. All incidents of bullying/harassment must be reported immediately to a supervisor OR to Human Resources verbally and in writing. A *Workplace Bullying and Harassment Complaint Form* is to be completed. A sample is shown in Appendix A.
2. Where the supervisor or the employer is the alleged bully, all incidents of bullying / harassment must be reported immediately to Human Resources..
3. Keep a factual journal or diary of daily events. Record:
 - The date, time and what happened in as much detail as possible
 - The names of witnesses.
 - The outcome of the event.
4. Keep copies of any letters, memos, e-mails, faxes, etc., received from the person.

B. PROCEDURES FOR REPORTING INCIDENTS OF BULLYING/HARASSMENT (COMPLAINANT) WITH THE PUBLIC

1. All incidents of bullying/harassment must be reported immediately to a supervisor verbally and in writing. A *Workplace Bullying and Harassment Complaint Form* is to be completed. A sample is shown in Appendix A.
2. Keep a factual journal or diary of daily events. Record:
 - The date, time and what happened in as much detail as possible
 - The names of witnesses.
 - The outcome of the event.
3. Keep copies of any letters, memos, e-mails, faxes, etc., received from the person.

C. PROCEDURES FOR INVESTIGATING INCIDENTS OF BULLYING/HARASSMENT (EMPLOYER)

The process for investigating incidents and complaints of workplace bullying and harassment will be:

- undertaken promptly and diligently, and be as thorough as necessary, given the circumstances

- fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- sensitive to the interests of all parties involved, and maintain confidentiality
- focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

1. Investigator Selection

Most investigations at Regional District of Central Kootenay will be conducted internally. Depending on the situation, the supervisor, Human Resources, union representative or other designate will be the lead investigator. A worker representative from the safety committee may also be involved. In complex or sensitive situations, an external investigator may be hired. A Workplace Bullying and Harassment Investigation Form is shown in Appendix B.

2. Incident Review

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Regional District of Central Kootenay will not investigate further, and will determine what corrective/follow up action to take, if necessary.

Documents to be reviewed may include:

- Workplace Bullying and Harassment Complaint Form
- Emails or social media evidence
- Notes
- Photographs
- Physical evidence like vandalized objects

3. Follow-up

All investigations of alleged bullying and harassment will be followed up and documented. Follow up will include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms. The complainant(s) will be advised of the outcomes and options available. These could include assistance programs, training and discipline.

Documents to be completed:

- Workplace Bullying and Harassment Complaint Form

D. APPEAL PROCESS

Should either complainant or respondent wish to appeal any outcome of the investigation, they are free to do so.

- An appeal must be made in writing without unreasonable delay, no later than 30 days after the decision.
- Full details on the reason for appealing the decision must be provided, clearly explaining why there is a disagreement on the decision.
- Every effort must be made to follow the current corrective actions while the appeal is reviewed.
- An appeal meeting will be arranged to discuss the appeal and, where possible, other participants may be included in the discussion (different senior manager, unbiased 3rd party, union etc).
- A final decision will be provided in writing within one week of the appeal meeting.

E. TRAINING

Training for supervisors and workers will include the following:

- How to recognize bullying and harassment
- How staff who experience or witness bullying and harassment should respond
- Procedures for reporting, and how the employer follows up with incidents or complaints of bullying and harassment
- Documents/form review

Training will occur as required and will be included in orientation.

F. RECORD KEEPING

Regional District of Central Kootenay expects that staff experiencing or witnessing suspected/alleged bullying and harassment to complete the Workplace Bullying and Harassment Complaint Form. (Appendix A). Regional District of Central Kootenay will keep all records pertaining to investigations and findings in a secure and confidential manner.

G. ANNUAL REVIEW

This program and these procedures will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired, through the new employee orientation process.

Acknowledgement

I ACKNOWLEDGE that I have received a copy of the Regional District of Central Kootenay's Workplace Bullying & Harassment Guideline, that I have read and received training on it and fully understand the rights, duties and procedures contained in it.

I UNDERSTAND that the RDCK may change, withdraw or add, rules, duties or practices described in the Workplace Bullying & Harassment Guideline from time to time in its sole discretion without prior notice to me, provided that the RDCK advises me within a reasonable period of time.

I ACKNOWLEDGE that I have had an opportunity to discuss the content of the Workplace Bullying & Harassment Guideline with my immediate supervisor or Human Resources representative.

I AGREE to abide by the RDCK's Workplace Bullying & Harassment Guideline and I understand that such compliance is a condition of my duties, responsibilities and obligations. I also understand that non-adherence to the RDCK's Workplace Bullying & Harassment Guideline or other rules may result in disciplinary action up to and including termination of employment.

X

SIGNATURE OF INDIVIDUAL

PRINTED NAME

DATE

X

SIGNATURE OF MANAGER / Human Resources

PRINTED NAME

DATE

APPENDIX B

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION FORM <i>Completed by the Investigator</i>	
Investigator Information	
Name(s):	Position(s):
Dept:	Date:
Document Review	
List all documentation reviewed (emails, notes, photographs, physical evidence etc.):	
Interviews	
Person Interviewed (Name, position):	
<i>Situation Described (include dates, words actions) and impact (humiliated, intimidated etc.):</i>	
Person Interviewed (Name, position):	
<i>Situation Described (include dates, words actions) and impact (humiliated, intimidated etc.):</i>	
Person Interviewed (Name, position):	
<i>Situation Described (include dates, words actions) and impact (humiliated, intimidated etc.):</i>	
Outcomes	
Based on the investigation, did workplace bullying and harassment occur? Yes No	
Reason(s) for this conclusion:	
Follow up with complainant/respondent. Include corrective actions, time frame, training opportunities etc.	